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| Step 1 Pre-Reviewing Application  Regional Office   * Conduct application Pre-Review for completeness.   Can the application be reviewed?  Yes – Go to Step 2.  No – Return the incomplete application. | Step 2 Reviewing Application  Regional Office   * Ensure proposed project complies with applicable Administrative Codes and General Statutes.   Is the application complete?  Yes – Go to Step 5.  No – Mail additional information letter to Applicant & go to Step 3. | Step 3 Additional Information Requested  Applicant   * Provide requested additional information.   Did the Applicant respond within 30 days?  Yes – Go to Step 4.  No – Return the application. | Step 4 Reviewing  Additional Information  Regional Office   * Ensure the deficiencies noted in Step 2 were addressed and/or corrected.   Is the application complete?  Yes – Go to Step 5.  No – Repeat Step 3. |
| Step 5 Drafting Permit  Regional Office   * Draft cover letter and permit. | Step 6 Submitted for Signature  Supervisor   * Conduct final review of draft permit and application package.   Is the draft permit and application complete?  Yes – Issue Permit.  No, draft permit is incorrect - Go to Step 5.  No, application is incomplete - Go to Step 2. |  |  |